

Location:
101 South Broad Street
2nd Floor
Trenton, NJ 08608

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
PLANNED REAL ESTATE DEVELOPMENT (PRED) SECTION
Steve Denenholtz, Esq., Manager
NOTICE OF FILING CHECKLIST

Mailing Address:
P. O. Box 805
Trenton, NJ 08625-0805

PROJECT _____ LOCATION _____ Sequence # _____
FILING FEE: \$1,361.00 + \$ _____ x _____ UNITS (_____ AFFORDABLE UNITS) = \$ _____ Bal due _____
SPONSOR'S ATTORNEY: _____ NEW UNITS # _____ CONVERSION # _____
PHONE: () _____ DATE/ REVIEWER: _____ VACANT _____ OCCUPIED _____

☐ THIS NOTICE OF FILING CHECKLIST ALERTS YOU THAT THERE ARE CERTAIN DEFICIENCIES WITH RESPECT TO EITHER YOUR APPLICATION FOR REGISTRATION OR PUBLIC OFFERING STATEMENT FOR THE ABOVE TITLED CONDOMINIUM PROJECT. YOUR NOTICE OF FILING WILL THEREFORE **NOT BE ISSUED** UNTIL SUCH TIME AS THE ITEMS CIRCLED BELOW HAVE BEEN RECEIVED **IN DUPLICATE** AND ACCEPTED BY PRED (NJAC 5:26-2.5).

☐ IN SOME INSTANCES, WHERE THERE ARE MINOR DEFICIENCIES, A NOTICE OF FILING HAS BEEN ATTACHED TO THIS CHECKLIST. THE NOTICE OF FILING IS SUBJECT TO OUR RECEIPT **IN DUPLICATE** OF THESE CORRECTED DEFICIENCIES. PLEASE SEND THEM WITHIN TEN (10) BUSINESS DAYS AND MAKE REFERENCE TO THE **SEQUENCE NUMBER** IN YOUR COVER LETTER. **NO ORDER OF REGISTRATION WILL BE ISSUED WITHOUT POSITIVE ACTION ON THESE ITEMS.**

Application for Registration

FORM
ACCEPTED? YES ___ NO ___ (5:26-3.2)
CONTENTS
YES ___ NO ___

- ___ 1. Service of Process (Affidavit with original signature) ♦
- ___ 2. Statement re: Other Jurisdictions
- ___ 3. Sponsor's Biographical Data / Corporate Officers
- ___ 4. Copy of Incorporation or Partnership Document
- ___ 5. Legal Description and Survey (must be legible) ♦
- ___ 6. Copy of Last Deed ___ and Report of Title ___ ♦
- ___ 7. Litigation Statement
- ___ 8. Affidavit of Vacancy ♦
- ___ 9. Affidavit of Service on Tenants, if a Conversion ♦
- ___ 10. New Home Warranty Registration
- ___ 11. Non-Discrimination Statement
- ___ 12. Statement re: Access and Adverse Conditions
- ___ 13. Purchase Agreement ♦
- ___ 14. Liens & Encumbrances (Copies & Releases) ♦
- ___ 15. Public Offering Statement (2 separately bound) ♦
- ___ 16. Sponsor's Current Audited Financial Statement
- ___ 17. Adjudication of Bankruptcy
- ___ 18. Easements & Restrictions (List & provide copies) ♦
- ___ 19. Compliance w/ Government Regs. (List & Exhibits) ♦
- ___ 20. Real Estate Crime Statement
- ___ 21. Affidavit of Truthfulness and Accuracy ♦
- ___ 22. Reserved for Additional Information
- ___ 23. Conversions: Rent Roll/Names/Amount Paid
- ___ 24.

Age-restricted Housing Checklist

- ___ 1. Statement including detailed plan demonstrating the manner in which the developer will comply with all applicable laws and regulations pertaining to age-restricted occupancy (#19, application).
- ___ 2. Language in POS narrative. ♦
- ___ 3. Language in Purchase Agreement. ♦

Public Offering Statement

FORM
ACCEPTED? YES ___ NO ___ (5:26-4.3(a))
CONTENTS
YES ___ NO ___

- ___ 1. Master Deed, Declaration or Proprietary Lease
- ___ 2. By-Laws of the Association
- ___ 3. Legal Description of Project
- ___ 4. Survey of Project
- ___ 5. Individual Floor Plans or Unit Plans
- ___ 6. Percentage of Interest Schedules
- ___ 7. Articles of Incorporation of Association
- ___ 8. Association Budget ___ and Letters of Adequacy for Reserves ___ and Insurance ___
- ___ 9. Unit Deed
- ___ 10. Purchase Agreement
- ___ 11. Title Policy (Specimen)
- ___ 12. Management Agreement, if applicable

Additional Exhibits for Conversions

- ___ 1. Audited Statement of Expenses for Last 5 Years ♦
- ___ 2. Cover Legend re: Conversion ♦
- ___ 3. Affidavit of Service to Tenants ♦
- ___ 4. Affidavit of Service re: Senior Citizens & Disabled Tenants ♦
- ___ 5. Engineering Survey ♦
- ___ 6. Energy Audit ♦
- ___ 7. Prices of the Interests Offered ♦
- ___ 8. Evidence of Multiple Dwelling Registration and Latest Inspection Report ♦

♦ **Indicates item is mandatory**

Dear _____: As of this date, _____, the items circled above on this Checklist either are deficient, missing, or incomplete, and must be corrected in order that your Application can meet the full review standards. Please contact the PRED office if you have any questions

Reviewer's Comments _____

